

ASSISTANT CITY ATTORNEY

DISTINGUISHING FEATURES

The fundamental reason the Assistant City Attorney exists is to primarily provide a wide range of legal services to one or more city departments, including advice and counsel, drafting and negotiating, professional legal work regarding legal problems with City departments, or to participate in litigation to which the City is a party. This classification is the entry-level class in the Assistant City Attorney series and is not supervisory. Work is performed independently within the guidelines of established office policies and established standards and practices of the legal profession reporting to a Deputy City Attorney. This class is distinguished from the Sr. Assistant City Attorney by the performance of the more routine duties assigned and may include working with an experienced attorney on more complex legal issues and/or litigation.

ESSENTIAL FUNCTIONS

Gives legal advice, prepares legal opinions, memoranda and data for the guidance of the departments in the City.

Renders legal advice to employees at most levels and occasionally the City Council.

Keeps abreast of current court decisions and legislation, and advises relevant City departments of the effects of those decisions on the City's business.

Writes, prepares, and reviews contracts.

Analyzes claims by or against the City; responsible for the preparation of civil court cases, including the negotiation of settlements when so directed.

Provides legal representation on Federal, State and local administrative matters.

Works independently on legal problems and projects.

Attends City Council meetings or Boards and Commission meetings as designated to give legal advice.

Participates in the City's legislative program, including speaking to committees of the State Legislature or the United States Congress.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Judicial procedures and rules of evidence.

The principles, practices, methods, materials and references utilized in legal research.

Principles of civil and criminal law; and the methods and practices of pleading, including electronic research.

Microsoft Office software, specifically Word.

Ability to:

Analyze, appraise and organize facts, evidence and precedents and to present such material in a clear and logical form.

Determine alternative courses of action and the impacts of such courses of action and to recommend choices.

Present oral and written information in a clear and concise manner using proper sentence construction, grammar and punctuation.

Coordinate visual and muscular dexterity to enter data or information into a terminal, PC or other keyboard device; operate a variety of standard office equipment including a computer terminal, a variety of computer software, telephone, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.

Communicate effectively, both orally and in writing.

Establish and maintain effective relations with court officials, City officials, City staff and the general public.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of training and experience equivalent to at least two years experience as an attorney. Some municipal or other governmental law experience is desirable. Requires graduation from a school of law accredited by the American Bar Association and current membership in the Arizona State Bar Association.

FLSA Status: Exempt

HR Ordinance Status: Unclassified